

Statement of Deficiencies

5305-E: State Fire Marshal

Not Met

State Approval Date : 10/ 1/03

Findings/Corrections

5305.E. The Provider lacked documentation of a current annual fire safety inspection and approval from the Office of State Fire Marshal. The Director indicated that the Fire Marshal's last visit to this center was 10/1/03. It is the Director's intention to immediately notify the Office of State Fire Marshal that an inspection of her center is overdue.

5305-I: Staff Attendance

Not Met

Findings/Corrections

5305.I. The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by [.....the staff attendance log features numerous omissions relative to arrivals, departures, and exits from the center by the Director to run errands.].

*** The daily attendance record for staff, including the director/owner, shall include the time of arrival and departure. Staff shall document their time of departure when not on the child care premises.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: [one staff].

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for staff: [one staff].

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff as follows: [three staff]. Documentation of submission [**was not**] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that staff, [two staff], received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

Statement of Deficiencies

5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that staff, [two staff], have annually reviewed the following topics:
Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5321-J: Daily Observation of Children

Not Met

Findings/Corrections

5321.J. The provider did not consistently document parental explanations relative to observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

5321-K: Incidents and Accidents

Not Met

Findings/Corrections

5321.K. The Provider did not have documentation of **immediate** notification to the parent or designated person when the following occurred to a child: head injury. Incident occurred at [10:10 am] on [12/1/04] and the parent was notified at [4:05 pm (at pick up)].

5323-B: Outdoor Space

Not Met

Findings/Corrections

5323.B.4. Crawlspace are not inaccessible to children as [..... the storage building located in the center's outdoor playspace stands approximately 12 inches off the ground on pillars. There is no barrier under the storage building. Thus a crawlspace is accessible to children as they play in the outdoor playspace..].

5331-I: Liability Insurance

Not Met

Findings/Corrections

5331.I. The Provider lacked documentation of current commercial liability insurance for the operation of the vehicle used for two field trips during the center's anniversary year to ensure medical coverage for children in the event of accident or injury.

***Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, the name of the insurance company, policy number, period of coverage and the explanation of the coverage.